

CALFRESH (CF) PROGRAM **REQUEST FOR POLICY/REGULATION INTERPRETATION**

INSTRUCTIONS: Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. If additional space is needed, please use the second page. Be sure to identify the additional discussion with the appropriate number and heading. Retain a copy of the CF 24 for your records.

- Questions from counties, including county Quality Control, must be submitted by the county CalFresh Coordinator and may be submitted directly to the CalFresh Policy analyst assigned responsibility for the county, with a copy directed to the appropriate CalFresh Policy unit manager.
- Questions from Administrative Law Judges may be submitted directly to the CalFresh Policy analyst assigned responsibility to the county where the hearing took place, with a copy of the form directed to the appropriate CalFresh Bureau unit manager.

1. RESPONSE NEEDED DUE TO:		5. DATE OF REQUEST:	NEED RESPONSE BY:
<input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:		01/30/2013	
2. REQUESTOR NAME:		6. COUNTY/ORGANIZATION:	
		San Mateo County	
3. PHONE NO.:		7. SUBJECT:	
		ES Processing	
4. REGULATION CITE(S):		8. REFERENCES: (Include ACL/ACIN, court cases, etc. in references)	
63-301.522		NOTE: All requests must have a regulation cite(s) and/or a reference(s).	
		ACL 12-74	

9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):

Scenario

CalFresh client completes and signs a SAWS1/DFA 2851 and is requesting ES. The phone interview is completed and worker determines the client is eligible for ES. Client has not signed the DFA 285 2 & 3. Can the ES be approved based on the SAWS 1/DFA 285 1 information and the phone interview?

Also, does every CalFresh case need to have the ES App Reg'd even if ineligible or case comments indicating the case was screened for ES sufficient?

10. REQUESTOR'S PROPOSED ANSWER:

The CalFresh case needs all forms on file before the ES application is approved. Where it becomes questionable to me is rejecting the ES portion of the case if we are not to reject an application based on partial completion.

11. STATE POLICY RESPONSE (CFPB USE ONLY):

Currently in California requirements are that households cooperate in providing a completed application to make an eligibility determination (see ACL 12-74, page five). If the DFA application series is being used, then a signed DFA 285 A2 and A3 are currently needed for the application to be complete. ACL 12-74 specifies that partially completed applications containing a name, address, and signature are to be considered filed. If the household doesn't provide information sufficient to make an ES determination, then regular processing should occur. Per MPP 63-301.532, mailing time, should a submitted application require a signature, should not be counted for expedited service standards.

ACL 12-74 offered guidance regarding the change to Welfare and Institution Code Section 18914 which requires the screening of all CalFresh applications; county processes to achieve this directive, including the decision whether all applications need to be registered in the automated system, are at county discretion.

FOR CDSS USE

DATE RECEIVED:	DATE RESPONDED TO COUNTY/ALJ: